



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AUDIO-VISUAL SPECIALIST

Class No. 002359

■ CLASSIFICATION PURPOSE

To develop and produce audio-visual presentations and/or graphic materials on a wide variety of subjects; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Audio-Visual Specialist is responsible for preparing audio-visual presentations involving the research of assigned subjects, developing appropriate visual and audio materials, and producing a finished audio-visual product. This class differs from the next lower class, Audio-Visual Technician whose responsibilities are limited to operating, transporting, maintaining and checking audio-visual equipment in and out.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Researches assigned subjects; collects and determines information of most importance for the target audience.
2. Determines type of format most appropriate and feasible for the subject and intended audience.
3. Determines the visual material to be used and employs necessary courses to procure and produce such material.
4. Uses computers in the production of graphic or artwork.
5. Takes and develops photographs.
6. Prepares charts and overhead projection material.
7. Updates photograph, slide and presentation material files.
8. Maintains and may perform minor repairs on a wide variety of audio-visual equipment.
9. Integrates the audio-visual components into a finished slide, film, filmstrip or video presentation.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Computer assisted graphic packages.
- Operation of audio-visual equipment such as: projectors, video systems, and recorders.
- Routine maintenance and minor repair methods required of various types of audio-visual equipment.
- Photography, including shooting, editing, developing, printing and duplicating methods.
- Visual display techniques.
- Multi-media projection systems.
- Audio electronics, including sound recording and mixing.
- Graphic art techniques, including the design and preparation of graphic materials and posters.
- Fire and safety precautions required during the operation of audio-visual equipment.
- Video taping (VHS) and editing.

- County customer service objectives and strategies.

Skills and Abilities to:

- Prepare artwork and/or graphics using computers and application software (i.e. Harvard Graphics, Corel Draw, or Pacemaker).
- Utilize multi-media project systems.
- Produce and deliver effective presentations.
- Narrate or coordinate narration of live and recorded presentations.
- Organize and coordinate work activities in order to work effectively with numerous staff, departments, and community organizations.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. At least two (2) years of experience disseminating information to the public through the development, production and presentation of audio-visual programs including the writing and editing of scripts, associated pamphlets and brochures, and the use of audio-visual equipment; OR,
2. An Associate's degree in telecommunications, graphic art, commercial art, or a related fine art field, AND, one (1) year of experience disseminating information to the public through the development, production and presentation of audio-visual programs including the writing and editing of scripts, associated pamphlets and brochures, and the use of audio-visual equipment; OR,
3. A Bachelor's degree in telecommunications, graphic art, commercial art or a related fine art field.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, lifting and carrying of files weighing up to 10 pounds, and lifting and carrying audio-visual equipment weighing up to 50 pounds and occasionally 75 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Exposure to very hot T.V. lights, heights, cleaning solvents and noise.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 7, 1973
Revised: March 5, 2001
Reviewed: April 2004

Audio-Visual Specialist (Class No. 002359)

Union Code: PS

Variable Entry: Y